



Procedure: WIC Identification Folder

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: A 2 d

Approval Date: 6/2015

Citation: 246.7(c)(2)(i); 246.12(h)(3)(i)

Revised Date: 7/2016

Purpose	Describe and outline use of the Nebraska WIC Identification Folder
Use of ID Folder	<p>After eligibility is determined, the WIC client is given a Nebraska WIC Identification Folder. This folder verifies the client's identity and eligibility for the Program at subsequent visits to the WIC clinic.</p> <p>One folder is used for each family. All WIC clients in a family are listed on one folder.</p>
Completion of ID Folder	<p>The I.D. portion of the check folder shall be completed as follows:</p> <ol style="list-style-type: none">1. Record family I.D. number.2. List the first and last names of all WIC clients in the family.3. Write in the ID Number for each WIC client.4. Have the authorized representative sign on the responsible party line.5. The name(s) of designated proxies for the family should be written on the lines labeled Alternate Shopper.6. Place a copy of the current Food Brochure in the folder.
Ordering ID Folders	<p>Supplies of the WIC Identification Folder are available from the State WIC office. See the following page for a sample of the ID Folder.</p>

WIC ID Folder Sample:

Front Cover:



Client Information Section:

Family ID# _____	Participant Name(s): _____	ID Number: _____
Clinic Name: _____	_____	_____
Responsible Party Name: _____	_____	_____
_____	_____	_____
Alternate Shopper: _____	_____	_____
_____	_____	_____
Alternate Shopper: _____	_____	_____
_____	_____	_____

Remember to bring this ID folder when picking up checks and when shopping for food. Only you or your alternate shopper are allowed to receive or use checks.

NEBRASKA WIC

WIC is an equal opportunity program.